

U.S. Mission, Lilongwe

Announcement Number: LILONGWE-021-041

Position Title: Deputy PEPFAR Coordinator

Opening Period: July 10-31, 2021

Series: FSN-0540

For More Info: Human Resources Office
E-mail Address: HRLilongwe@state.gov

Who May Apply: All Interested Applicants/ All Sources

Grade: FSN 11

For USEFM, Grade is - FP 4. Actual FP 4 salary will be determined by Washington D.C.

For Locally Employed Staff (including Malawians) – Grade is FSN 11. Starting annual salary is \$ 34,553.00 but the actual FSN salary will be determined by the Management Officer.

Security Clearance Required: Local Security Certification

Duration Appointment: Indefinite subject to successful completion of probationary period.

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply. Please follow this link; <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

Summary: The U.S. Mission in Malawi is seeking eligible and qualified applicants for the position of Deputy PEPFAR Coordinator tenable at the United States Embassy.

The work schedule for this position is Full Time: 40 hours a week.

Start date: Candidate must be able to begin working within a reasonable period (4 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: This position directly supervises the Program Assistant.

Duties: The PEPFAR Deputy Coordinator/Senior Program Advisor, reporting to the PEPFAR Coordinator (PC) in Malawi is a key member of the PEPFAR leadership team. S/he will provide program support to the PCT to manage and facilitate the implementation of the USG interagency HIV/AIDS PEPFAR program under the oversight of the Office of the Global AIDS Coordinator (OGAC) in Washington, DC. The Deputy Coordinator will also participate as appropriate, together with members of the USG Interagency team, in policy and technical discussions and strategic planning negotiations with the Ministry of Health of the Government of Malawi

The PEPFAR Deputy Coordinator will manage critical and time-sensitive communications and work products between and among the various partners, USG departments and agencies involved in the national response to HIV. The incumbent will be responsible for major PEPFAR efforts such as: organizing the work of the PEPFAR Office; assisting in developing PEPFAR Country Operational (COP) Plan and managing the various related activities; reviewing PEPFAR Annual and Semi-annual Performance and Indicator Reports for submission to OGAC; strengthening engagement with civil society; working closely with the Small Grants program.

Qualifications and Evaluations:

EDUCATION:

A Master's level degree in public health or economics or social science (focused on international development, sustainable livelihoods or HIV) or in international development or sociology is required.

EXPERIENCE:

A minimum of 5 years of progressively responsible, professional-level experience working in a health organization, university, or public health program implementing agency. Experience with HIV/AIDS programs, and experience administering USG-funded programs required; experience with web-based and other databases is required.

JOB KNOWLEDGE:

Working knowledge of HIV/AIDS and general public health issues within the Malawi context.

Detail oriented; ability to work independently and organize tasks taking time constraints into account; excellent interpersonal skills; demonstrated ability to

work effectively as a member of a diverse team of professionals; consensus-building skills.

Working knowledge of local community based and public sector health organizations in Malawi.

Knowledge of USG HIV/AIDS public health programs, strategies, methods, processes, and techniques used to plan, develop, implement, and evaluate results of HIV/AIDS programs is required.

LANGUAGE PROFICIENCY:

Level IV (fluency – speaking/reading/writing) English and Chichewa are required.

SKILLS AND ABILITIES:

The incumbent must be committed to the mission of PEPFAR – to end HIV and support those affected by the disease. Strong oral and written communications skills are required to develop and maintain effective working relationships with national and international working partners and to prepare required written reports. Ability to analyze, understand and discuss new program design, management and implementation approaches is required.

The incumbent will exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work can be highly complex. Considerable innovation will be required to influence other collaborative organizations engaged in HIV/AIDS programs to move towards epidemic control. Intermediate user level of word processing, spreadsheets and databases is required.

Note: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission in Malawi, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active-duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant.

The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/wp-content/uploads/2018/04/VA-Definitions-and-Additional-Employment-Considerations.pdf>

How to Apply:

Applications must be submitted through the Electronic Recruitment Application (ERA) available on this link; <https://erajobs.state.gov/dos-era/mwi/vacancysearch/searchVacancies.hms>

Interested applicants are supposed to contact HR Office for any assistance on how to submit the application on ERA.

We recommend that you use Google Chrome when accessing this Vacancy Announcement.

Required Documents: Please upload the required documentation listed below in the ERA:

- Master's Degree Certificates
- Transcripts
- MSCE
- Updated CV

- Residency and/or Work Permit (for non-Malawians).
- National Identity Card (for Malawians)

What to Expect Next: Only short-listed applicants will be contacted via email or phone.

The complete position description listing all the duties, responsibilities, required qualifications, etc. has been uploaded on the ERA.

Thank you for your application and your interest in working at the U.S. Mission in Malawi.

Cleared: AMO: Tanya Austin_____